

PRESERVATION ARCHITECTURE QUALITY ASSURANCE CHECKLIST

Historic Structure Reports Part 1 and 2

___ Admin Data

___ **Part 1 Developmental History**

___ Chronology of Development and Use

___ Historic/Existing Condition Photographs

___ Photographer and Caption

___ **Part 2 Treatment and Use**

___ Ultimate treatment and Use

___ Alternative Treatment

___ Recommended Treatments

___ Existing Condition drawings

___ Recommended Treatment Drawings

___ **Part 3 (If Used)**

___ Completion Report

___ The intent of the work,

___ The way in which the work was approached and accomplished,

___ The time required to do the work, and

___ The cost of the work.

___ Information about the history of the structure based on physical evidence discovered during construction.

___ Technical Data

___ Copies of field reports

___ Material data sheets

___ Field notes

___ Correspondence

___ Accounting spread sheets

___ Contract summaries

Predesign

___ Architectural Design Program documentation aligns with PMIS and Budget

___ Adaptive Use Design Program Narrative

- ___ Square Feet
- ___ Adjacencies
- ___ Functions
- ___ Historic Structure Report recommendations and/or Secretary of the Interior Standards of Rehabilitation are incorporated.
- ___ Site coordination/conflicts
- ___ Required deliverables submitted

Schematic Design

- ___ Life Safety Issues
- ___ Egress
- ___ Areas of Assembly
- ___ Elevator lobby area of refuge
- ___ Constructability Issues
- ___ Existing Condition Drawings
- ___ Demolition drawings
- ___ Clearly distinguish between old and new
- ___ Required deliverables submitted

Design Development

- ___ Post-DAB recommendations are incorporated
- ___ Compliance Drawings clearly indicate proposed impacts of recommended treatments
- ___ Drawings clearly indicate historic fabric to be removed or affected in any manner
- ___ Adaptive-Use floor plans clearly distinguish old from new.
- ___ Adaptive Use Design
- ___ Fire Suppression
- ___ Sprinkled?
- ___ ADA modification issues
- ___ Character-Defining Features
- ___ Programmatic Issues
- ___ Hazmat Issues
- ___ LBP Paint and glazing putty
- ___ Asbestos Insulation
- ___ Insects (Termites/carpenter Ants)
- ___ LA coordination/conflicts

- ___ CE coordination/conflicts
- ___ ME coordination/conflicts
- ___ SE coordination/conflicts
- ___ EE coordination/conflicts
- ___ NPS cover sheet is used, clearly indicating park boundaries, limits of proposed work, and any historic district boundaries
- ___ Outline Specifications clearly reflect overview of treatment and quality that is presented in the drawings
- ___ Organization of discipline drawings such as civil, landscape architectural, architectural, followed by structural, then HVAC, plumbing, fire protection, and electrical complies with Director's Order and Reference Manual 10A.
- ___ Site property lines and existing conditions match with surveyor civil drawings.
- ___ Limits of construction match with landscape, civil, plumbing, and electrical site plans.
- ___ Building location meets all setback requirements, zoning codes, and deed restrictions.
- ___ Elevation points match with site, civil, landscape, architectural and structural drawings.
- ___ Demolition instructions are clear on what to remove and what to remain, and are coordinated with design documents.
- ___ Architectural space requirements are commensurate with ductwork, conduit, piping, light fixtures, elevators, and other equipment.
- ___ All plans, elevations and details are accessibility (ADA) compliant where required.
- ___ Orientation of all site, floor, and ceiling plans is consistent.
- ___ Large-scale plans and sections match small scale plans and sections.
- ___ Locations of columns, bearing walls, grid lines and overall building dimensions match structural.
- ___ Modern structural, mechanical, and electrical components are hidden behind historic surfaces to the greatest extent possible.
- ___ Locations of expansion joints on floors and elevations match the structural drawings.
- ___ Required deliverables submitted

100% Draft Construction Documents

- ___ Preservation Issues
- ___ Restoration Issues
- ___ Reconstruction Issues
- ___ Mortar Issues
- ___ Is Portland cement used inappropriately on structures too old to have been built with it?
- ___ Masonry pointing
- ___ Paint Issues

- ___ Has a paint Conservator been involved in sampling and testing?
- ___ Are linseed oil based products being used on exterior walls and trim where mildew could be a problem?
- ___ Is paint specified for weathered wood where PPG Permaizer Plus should be used?
- ___ Window and Door Issues
- ___ Schedules
- ___ Door and Window Details
- ___ Door and Window Elevations
- ___ Roofing Issues
- ___ Glazing Issues
- ___ Building elevations match floor plans and have the same scale.
- ___ Building sections match elevations, plans, and structural drawings.
- ___ Building plan match lines are consistent on architectural, structural, mechanical, plumbing, and electrical drawings.
- ___ Specifications follow NPS format and include contract price or bid schedule
- ___ Appropriate treatment and “quality” of materials is represented in the Specifications
- ___ Structural member locations are commensurate architecturally.
- ___ Chases match on structural, mechanical, plumbing, and electrical drawings.
- ___ Section and detail call-outs are proper and accurately cross-referenced. Location of details and call-outs on detail sheets, such as left to right, and top to bottom, is consistent.
- ___ Reflected architectural ceiling plans match with structural, mechanical, plumbing, fire protection, and electrical plans.
- ___ Columns, beams, and slabs are shown and noted on elevations and sections.
- ___ Door schedule information matches plans, elevations, fire rating, and specifications.
- ___ Cabinets and millwork will fit in available space.
- ___ Through-the-wall flashing and weep holes are provided where moisture may penetrate the outer material.
- ___ Appropriate flashing materials and gauges are selected.
- ___ Walls, ceilings, fire and smoke dampers are fire rated as required.
- ___ Miscellaneous metals are detailed, noted, and coordinated with the Specifications.
- ___ The limits, types, and details of insulation are coordinated with design documents.
- ___ The limits, types, and details of roofing are coordinated with design documents.
- ___ All window walls, expansion joints, and weeps are provided as required.
- ___ Dew point locations in walls, roofs, and terraces have been determined, and vapor retarders have been provided where required.

- ___ Paint and material colors are in the finish schedule on the drawings or in the specifications where appropriate.
- ___ Appropriate glazing materials such as tempered, laminated, etc., are indicated in drawings and specifications where required.
- ___ Paint samples are taken from unweathered locations, and used to match modern paints to historic colors.
- ___ Drain-back piping of fire sprinkler systems are coordinated with architectural spaces, structural members, mechanical drainage piping and ductwork, and electrical fixtures and equipment.
- ___ Required deliverables submitted

Submit 100% Complete Construction Documents for Final Approval

- ___ Required deliverables submitted
- ___ All review comments from 100% Draft Review satisfactorily resolved